

Human Resources Management

This presentation explores the key aspects and best practices of HRM.



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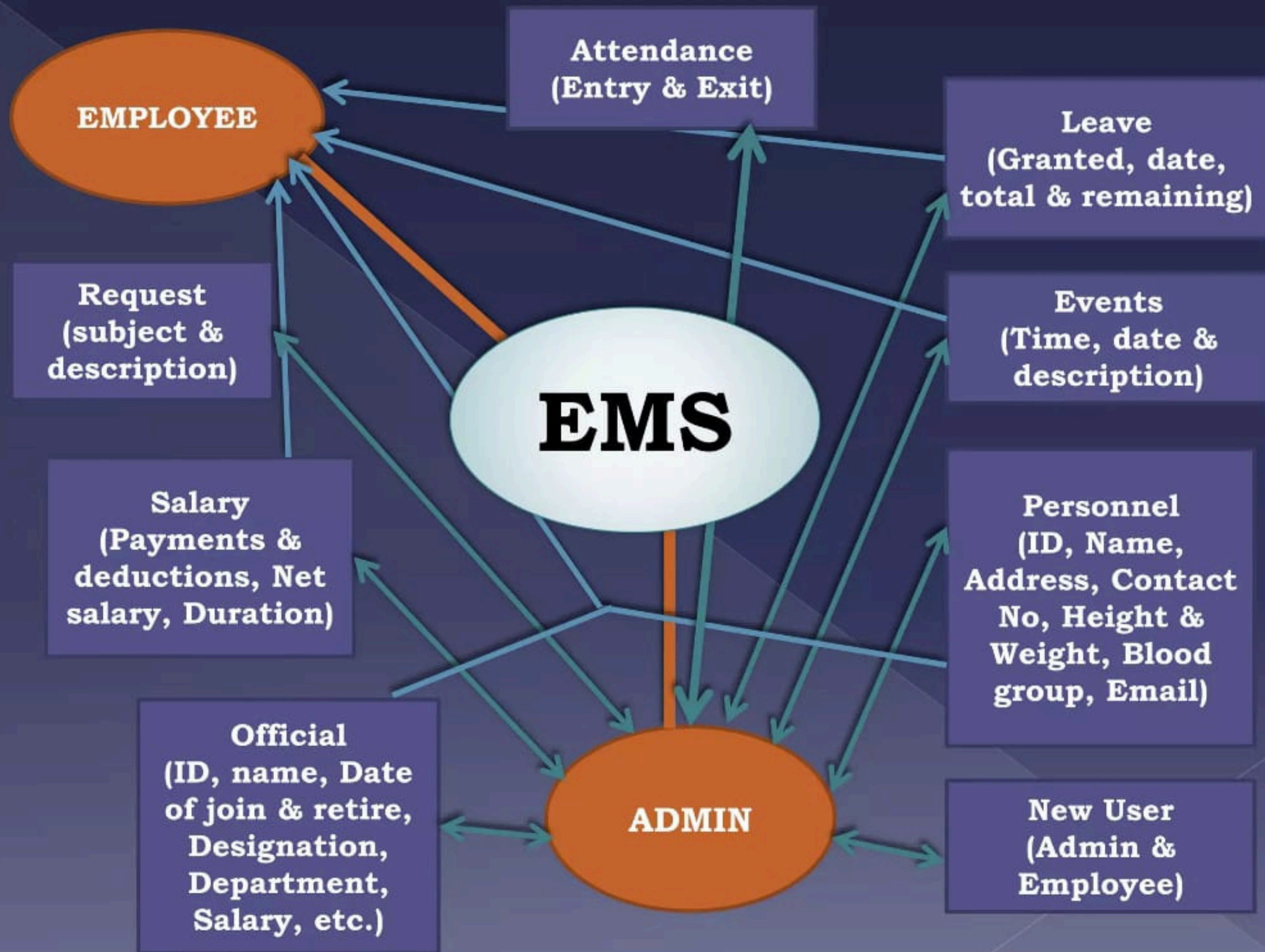
Overview of HRMS

Human Resource Management Systems (HRMS) or Human Resource Information Systems (HRIS) or HR Technology shape an intersection between human resource management (HRM) and information technology. It merges HRM as a discipline and in particular its basic HR activities and processes with the information technology.

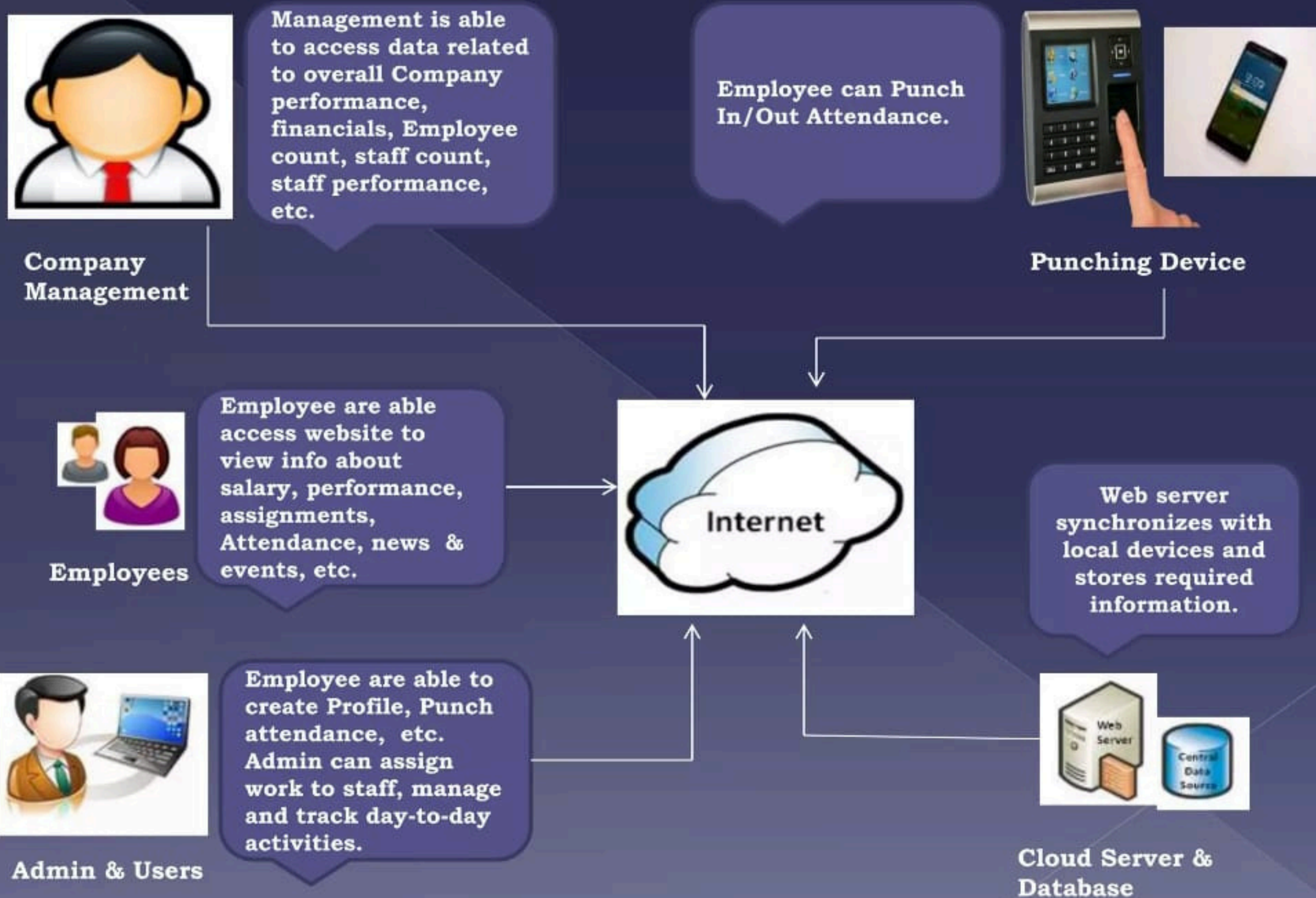
Scope of HRM

The scope of HRM is very wide:

- **Personnel aspect**-This is concerned with manpower planning, recruitment, selection, placement, transfer, promotion, training and development, layoff and retrenchment, remuneration, incentives, productivity etc.
- **Welfare aspect**-It deals with working conditions and amenities such as canteens, creches, rest and lunch rooms, housing, transport, medical assistance, education, health and safety, recreation facilities, etc.
- **Industrial relations aspect**-This covers union-management relations, joint consultation, collective bargaining, grievance and disciplinary procedures, settlement of disputes, etc.



Workflow of HRMS



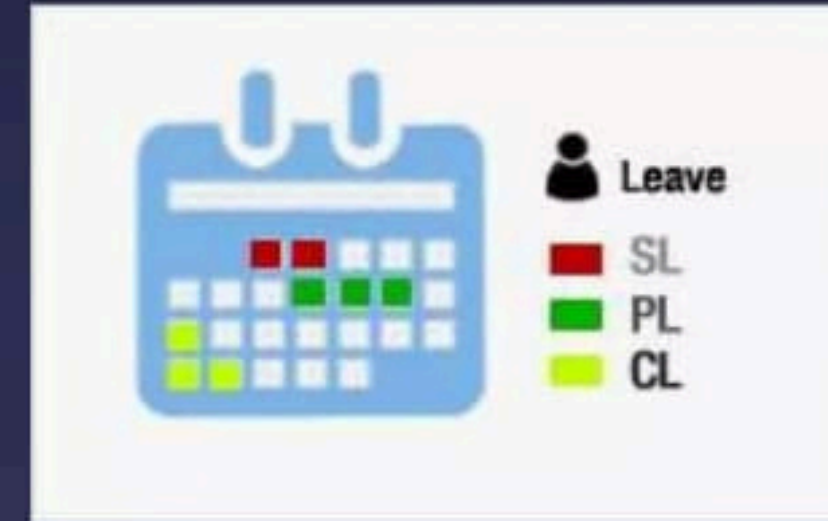
Attendance Management

- ⦿ Timesheet Approval
- ⦿ Work Schedules
- ⦿ People Locator
- ⦿ Shared Absence Data
- ⦿ Automated overtime calculations
- ⦿ Holiday tracking and payment
- ⦿ Data collection at clock in/out
- ⦿ Punch rounding (in/out)
- ⦿ Electronic data transfer



Leave Management

- ◉ Leave policy definition
- ◉ Holidays & restricted holidays
- ◉ Leave planning balance
- ◉ Leave transactions
- ◉ Leave workflows
- ◉ Leave reports
- ◉ Leave Donation Policy
- ◉ Year/Monthly-end processing
- ◉ Highly customizable leave policies (earned leave, sick leave, etc.)
- ◉ Employee Leave Request from (ESS)
- ◉ Leave application response(Approved/Rejected)



Salary Management

- Definable Salary Heads
- Emailing Salary Info
- Dynamic Salary Components(Editable)
- Disbursement List
- Automatic Ctc Proration and Remove CTC.
- Arrears, Advance Salary, Loan/EMI Deduction.



Recruitment Data Management

- Job opening Information, job functions, requirements and skills information and staffing status.
- Department job opening list management.
- Printing job opening information.
- Employee Referral.
- Manpower, Employee Replacement Requirement Process.



Dashboard

MS Software



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ADMIN

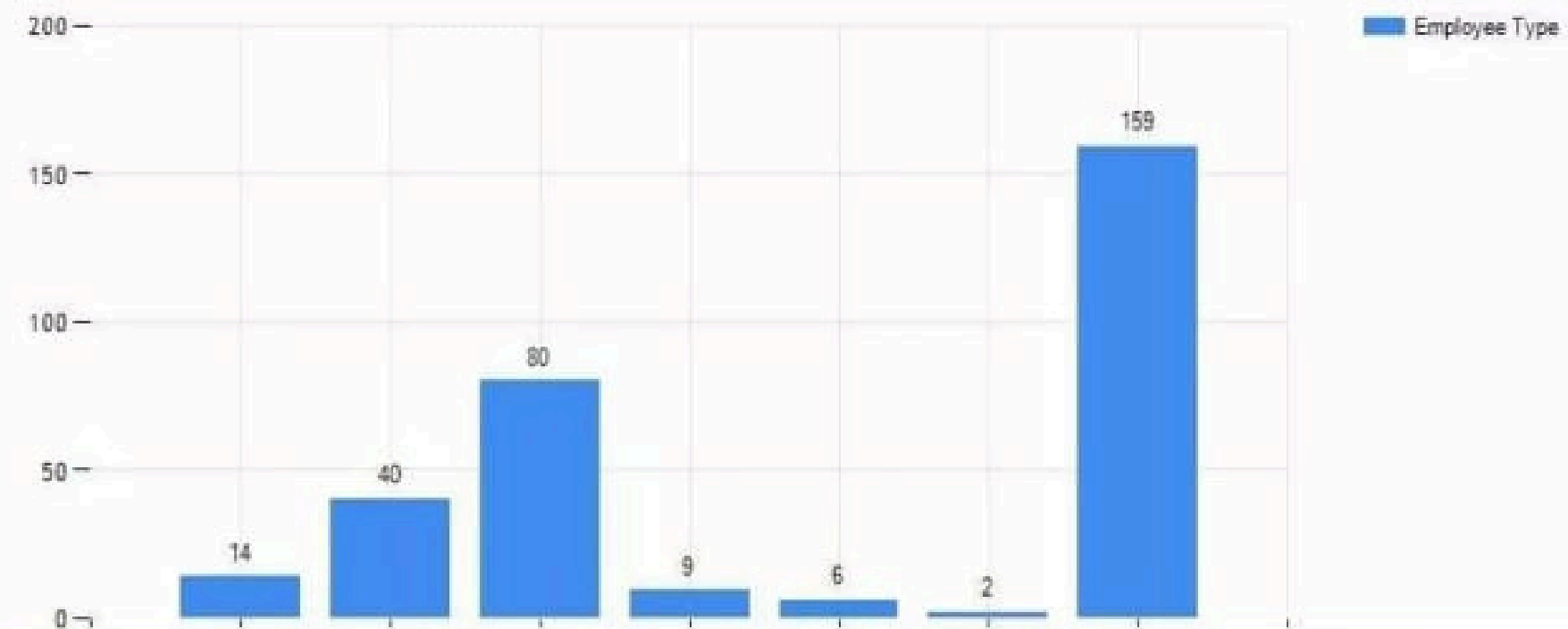
Dashboard

Welcome Back

Pending Task

Coming Soon	Leave Approval	OD Approval	OT Approval	Period Expired	Personal Movement
0	7	0	0	0	0

Employee ChartView



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HRMS web design

THANK YOU!